

OAK HILLS MEDIA CENTER LIBRARY

PROCEDURES AND POLICIES

- **Library visits:** each class has an assigned time and visits each week. Library visits allow for instruction, book recommendations and the exchange of books. To be prepared for library a student must show up with their library books or another reading book. Kindergarten through sixth grades attend for 30 minutes each week.
- **Open library time:** there is time during each recess of the school day to allow students, with their teacher approval, to exchange books outside of their class's scheduled time.
- **Checkout Limits:** Kindergarten: one book
1st-6th: two books
- **Holds:** first to sixth grade students may place up to two books on hold. Students are notified via their school e-mail address when the book is available for pick up. Books are held at the librarians' desk when they are available.
- **Overdue books:** books are checked out for three weeks. However, students are encouraged to bring their books and renew them if they have not finished. They may renew books for an additional two weeks. Once the book is delinquent, notices will be sent via school e-mail to the student. Students with late books will be allowed to continue to check-out books if they are under the checkout limit. There are no fines for overdue books.
- **End of the Year:** All books are to be accounted for by the student's final visit to the library the second-to last week of school. If a student has a missing book they will not be allowed to attend Field Day activities.
- **Lost or Damaged Books:** per district policy, payment is required if a student is responsible for the loss or damage of a book. The payment will be the purchase price of the book along with a two-dollar (\$2.00) processing fee. The school will not accept a copy of the lost book in exchange of payment as our books are library bound copies. A receipt for the payment will be sent home with the student the same day as the fee is paid. Refunds are not given after 30 days have elapsed from time of payment.
- **Selection Policy:** the aim of Oak Hills Media Center is to have a current, engaging, relevant and diverse collection. When choosing books, the first consideration is given to procuring titles that have proved popular with our student body. Much attention is given to providing texts which will complement each grade's curriculum. We strive to keep up-to-date informational materials as the budget allows. There is also an effort to provide information on a wide variety of topics, which might be relevant to the ages of our students. Parents are encouraged to take an active interest in their child's reading material. They should have discussions on what is, and is not, appropriate for their particular child. Please do not edit library books. Our library serves a broad age range. Parents and students should realize that not every book in the library will be appropriate for each child in the school. If a title does not work for a particular student, they are encouraged to return it and find something that is a better fit.
- **Book care:** Please help your student to take proper care of books. This includes washing hands before handling books, keeping books away from food and drinks, not marking or bending pages, keeping library books away from younger children and pets, keeping books in a safe place when not in use, carrying books back and forth to school in a bag/backpack (please don't keep treats and water bottles in the same backpack with library books), and returning books to the library on time. Please help your student find a special place to store his/her books at home. Please help your student remember to return all books during his/her Class Library Time.
- Students will also learn library skills appropriate for each grade level according to the Davis School District DESK Standards and State Library CORE Curriculum.

If you have any questions regarding the library discloser or things happening this year in the library, please feel free to call or email and I will get back to you as soon as possible if I am not available.

Thank you,
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